



**University of Massachusetts  
Departmental Laboratory Safety Coordinators**

**April 2, 2008, 9:30 AM**

**Draper Hall 102**

**MINUTES**

**Prepared by Maureen O'Leary**

**Present:** Phyllis Berman, Julie Pahl, Tom Spooner, Elizabeth Harlow, Francis Caron, Vern Fath, Monica Messer, Peter Samal, Ruth Witkowsky, Steven Petsch, James Hanchett, Melinda Nielsen, Dennis Bruffee, Don Sullivan and Sherrie Webb-Yagodzinski

**EH&S Staff Present:** Terri Bechta, Judy LaDuc, Chris Coyle, Dennis Gagnon, Glenda Pons, Karen Swiecanski, Vince Chase, Bob LaFord and Maureen O'Leary

**Incident Reporting for Laboratory-Related Accidents, Bob LaFord, EH&S Safety Services Manager**

- There are two main categories of reportable injuries:
  - Minor accident, no medical treatment required such as minor scratches and cuts
  - Major accident, that requires medical attention and potentially involves missing time from work
- For both of categories of incidents, personnel should fill out the notice of injury report form (attached) within 48 hours of the incident to receive reimbursement for medical costs associated with the accident. Even if it were just a minor cut, it could become infected and require medical attention and require antibiotics. If a notice of injury report were filed by an employee all expenses will be covered. Medical bills should be submitted to Human Resources to receive reimbursement.
- Students are not covered under workman's compensation unless they are student employees and get a pay check from the University. Students should fill out a lab accident form.
- EH&S receives copies of all injury reports on campus and may initiate an investigation depending on type of incident, severity and frequency of an incident. There are 500-600 employee injuries per year and approximately 30 of those are slips and falls.

## **The New Laboratory Cleaning Policy. Don Sullivan, Physical Plant, Custodial Services Head**

- Recently, due to several laboratory-related accidents, the Physical Plant formed a team to review cleaning practices for labs, potential hazards associated with specific tasks, and ways to reduce the risk of hazard exposure.  
<http://facil6.facil.umass.edu/departments/labcleaning.pdf>
- The lab cleaning schedule by the custodial staff:
  - Trash emptied -daily
  - Sweeping & mopping –weekly
  - Dusting surfaces and chairs-weekly
- Some of the new risk reduction practices for custodians require wearing safety goggles, gloves and wet mopping dusty areas. In addition, they are required, if there is evidence of a spill in the lab, to notify the EH&S first responder on duty to ask for an assessment. The EH&S first responder will then contact the faculty member or other member of the lab, listed on the emergency contact information door card. If the first responder is unable to contact a lab member, the lab will not be serviced and the faculty member will be notified the following day by EH&S.
- If a lab is not serviced by custodial staff, or a complaint needs to be reported, or communication with the night custodial staff is required; there is a new webpage with contact information of the custodial supervisor by buildings on campus.  
[http://facil6.facil.umass.edu/departments/Custodial\\_\\_Days.pdf](http://facil6.facil.umass.edu/departments/Custodial__Days.pdf)  
[http://facil6.facil.umass.edu/departments/Custodial\\_\\_Nights.pdf](http://facil6.facil.umass.edu/departments/Custodial__Nights.pdf)

## **Laboratory Door Signs and Fume Hood Repair-Terri Bechta, Hazardous Materials Inventory Control Manager**

- Laboratory doors signs are important, please fill them out and update them when people or material use in the lab changes. Those labs that have the older CEMs door signs (muted colors) do not have the access to update and view the door signs on line. The CEMs staff is working on correcting this problem and will be contacting you soon with new door signs. Those that have the new brightly colored door signs, have the ability to view and change information on-line within the CEMs system.
- The fume hoods on campus are tested twice a year. If you have a fume hood that needs to be repaired either contact Yung Morgan or place a work order with Physical Plant. We now have a staff person at Physical Plant to conduct fume hood minor repairs.
- There will be a new survey conducted on campus for fume hoods to consolidate three separate databases on campus. After the survey is completed, specialized

testing will be conducted through an outside contractor, to determine individual fume hood classification and suitability for use.